



State Personnel Department

Name of employee ( <i>last, first, middle</i> )	
Agency	
Division / Unit	Account

- (1) This form should be used by state employees not eligible for premium overtime compensation.*
- (2) This form should be maintained by and is the responsibility of the employee.*
- (3) When compensatory time is earned or used, it should be indicated on the employee's attendance report. Submit a copy of this form to your payroll clerk with the attendance report.*
- (4) A maximum of three weeks of compensatory time may be used in a calendar year.*
- (5) Compensatory time unused upon termination or transfer is forfeited.*
- (6) Generally, only overtime work segments of four hours or more may be earned.*
- (7) All time earned should be rounded to the nearest one-half hour.*
- (8) Compensatory time off must be used in whole or half day segments.*
- (9) A computer spreadsheet which mirrors this format may be used in lieu of this form.*

[illegible]